



# Center for Scientific Review

National Institutes of Health

## P01 Applications



### Best Practices For SRAs

### *Organizing Special Emphasis Panels*

- ▶ Contact the applicant at the **start** of the process
- ▶ Request a "**NO**" list of excluded reviewers
  - The PI is responsible for generating this (short) list.
  - There should be a firm deadline for receipt of the "NO" list.
  - Each name on the "NO" list should be accompanied by a plausible explanation.
  - The list submitted is final—reviewers should not be **un**invited.
- ▶ Do not request names of potential reviewers. Actively discourage the applicant from providing specific names. However, the Principal Investigator (PI) may wish to furnish a list of explicit areas of expertise that should be represented on the review panel.
- ▶ Contact the NIGMS Program Administrator early in the process
  - Solicit dates that the Program Administrator is available.
  - Request potential reviewer information from the Program Administrator—for example, who might/might not be good to serve as a member. However, the CSR SRA has the final say as to who is on the panel.
  - Ask about any special issues with the application or PI.
- ▶ Constitute the panel
  - Normally, the study section will consist of 9-12 members, although this number may be larger for a particularly complex application.
  - The Chair should be experienced, well respected in the community, and have broad research interests. [**Note:** The Chair can be helpful in identifying reviewers.]
- ▶ Contact the NIGMS Program Administrator when the panel is constituted
  - Provide the final roster.
  - Be sure that the Program Administrator has (2) copies of all the materials that the reviewers receive prior to the study section meeting, including any updates sent in by the applicant.
- ▶ Provide materials to the reviewers
  - The mailing to panel members should be done about **5** weeks prior to the meeting and include: (1) The application; (2) any update and appendix materials; (3) previous summary statements, if applicable, and; (4) progress reports (for competing renewals), along with documents relevant to the review of P01 proposals.